

City of Chattanooga, TN
Personnel Class Specification

Class code 1952

FLSA: Non Exempt

CLASSIFICATION TITLE: DESIGN REVIEW SPECIALIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to administer development review and provide development guidance services, to include processing case files, reviewing submitted plans/drawings and monitoring sites for compliance, providing staff support for development review boards, providing operational support in rezoning disputes, conducting site/design analysis for development proposals, and providing technical assistance to city officials, design professionals, and the public

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provides direction, training, and assistance to student interns or other workers; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations.

Reviews, analyzes, and processes applications for Certificate of Appropriateness within designated design review districts to ensure compliance with adopted development ordinances, guidelines, and policies; issues staff approvals as appropriate.

Provides technical assistance and information to city officials, design professionals, and the public regarding site/building design, ordinances, best practice techniques, the design review process, rehabilitation/restoration information, departmental procedures, and other issues; responds to routine questions/complaints, researches problems, and initiates problem resolution.

Produces/reviews site plans and architectural drawings to assist in zoning case review.

Inspects new construction, alterations, and proposed demolitions for compliance; makes site visits; maintains records.

Conducts field study work; utilizes camera, video camera, digital camera, and scanner to make photographic records; posts district review board signs; analyzes exterior materials.

Provides staff support for development review boards; prepares agendas, meeting minutes, staff reports, and meeting packets; issues public notices of meetings; compiles case applications, site plans, drawings, and photographs and prepares staff recommendations for all case information; attends meetings to present cases to committees; distributes meeting materials; issues case approvals following meetings, completes necessary paperwork, and forwards documentation to owners and internal personnel.

Maintains records and maintains membership information relating to recruitment/training of new members for all review boards, including the Chattanooga Historic Zoning Commission, Downtown Overlay Zone, and North Shore Commercial Committee.

Monitors progress of ongoing projects and design districts to identify potential violations; coordinates inspections/better housing agency personnel; works with residents to ensure compliance and improve standards.

Mediates development disputes; assists operations staff in resolution of development disputes by developing site planning and design alternatives; serves on Development Review Committee.

Coordinates work activities with other development review departments, such as traffic engineering, civil engineering, and building inspection departments.

Develops and maintains positive relationships with federal, state, and local agencies in matters relating to historic preservation.

Coordinates the Certified Local Government program with the State of Tennessee Historical Commission; attends meetings; completes annual certified local government reports documenting the city's historic preservation activities and submits to Tennessee Historical Commission.

Assists in planning and submitting annual budget for design review functions; monitors expenditures to ensure compliance with approved budget.

Assists in revising and disseminating guidelines, bylaws, and ordinances.

Compiles and/or monitors various administrative and/or statistical data; performs research and makes applicable calculations; analyzes data and identifies trends; prepares/generates reports.

Conducts research as needed; researches maps, records, reports, files, archives, or other resources to obtain historic property information or other information.

Prepares, composes, and/or completes various forms, reports, correspondence, development case recommendations, development review case reports, certificates of appropriateness, annual certified local government reports, statistical reports, meeting minutes, agendas, meeting packets, proposals, brochures, flyers, presentations, budget documents, or other documents; reviews for accuracy and completeness.

Receives various forms, reports, correspondence, design review applications, architectural drawings, site plans, photographs, budget documents, publications, literature, design guidelines, standards, maps, ordinances, policies, procedures, manuals, reference materials, guidelines, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, presentation, desktop publishing, geographic information system (GIS), email, Internet, or other computer programs.

Communicates with supervisor, employees, other departments, city officials, board members, property owners, developers, contractors, architects, the public, state agencies, outside agencies, neighborhood associations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Promotes public education and awareness; develops materials to communicate proper site/building design techniques; participates in local neighborhood activities, events, expositions, and seminars.

Attends various meetings, serves on committees, and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Attends meetings, seminars, workshops and training sessions to keep apprised of current/changing industry trends.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct site visits and other work activities.

Organizes and maintains case files and assigns case numbers.

Maintains current library of product information and reference materials.

Dispenses application forms, ordinances, guidelines, or other documentation to the public.

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Historic Preservation, Architecture, Urban Planning, Urban Design, or closely related field; supplemented by one (1) year previous experience and/or training involving planning, site review, architectural design review, architecture, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, rain, temperature extremes, traffic hazards, or bright/dim light.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: March, 2001